

# MAIL MANAGEMENT BULLETIN

## FY 2013

**February 13 – March 13**

1315 East West Highway (SSMC3/Suite 3866)  
Silver Spring, MD 20910  
Office: (301) 713-2411  
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### **ESSENTIAL INFORMATION!**

**Please utilize OF-7**

During the execution of the contract for leasing of postage meter machines the current meter machine in your office may have to be replaced. In the event the postage meter is replaced you should retain documentation pertaining to the equipment and transaction. In the event the postage meter is picked up from your location essential information should be retained in your records regarding who took possession of the equipment, signature, and date of the transaction. Please utilize the OF-7 NOAA Property Pass (see below) and modify it to include the essential information discussed above. The OF-7 form can be accessed at <http://www.gsa.gov/portal/forms/download/115422>.

<http://www.gsa.gov/portal/forms/download/115422>

OPTIONAL FORM 7 SEPTEMBER 1988 PRESCRIBED BY GSA FPMR (41 CFR) 101-20.110	<b>PROPERTY PASS</b>	1. DATE ISSUED
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
2. NAME	3. BUILDING	
4. DESCRIPTION OF PROPERTY BEING REMOVED		
5. PROPERTY BELONGS TO	6. DEPARTMENT OR AGENCY	
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE	
		9. PASS GOOD UNTIL
NSN 7540-00-634-4264		

Pitney Bowes:

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[Pitney Bowes Rep name, signature, and date]